

About Schedule a Meeting

Use the new Microsoft® Office Outlook® 2007 calendar to more easily plan and organize your meetings. New "smart scheduling" functionality suggests best times and places for your meetings.

Topics in this guide:

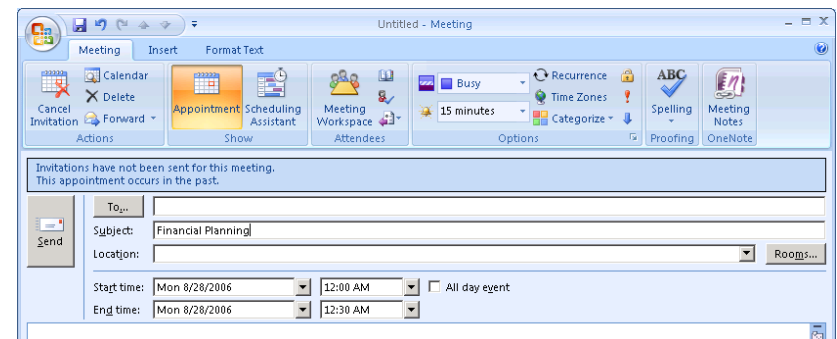
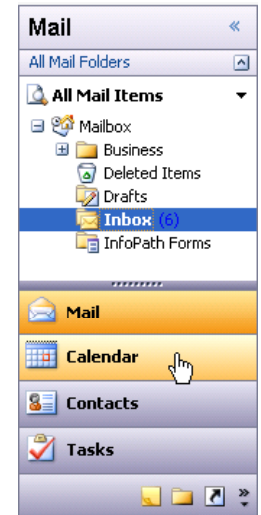
- Create Your Meeting
- Update Your Meeting
- Cancel Your Meeting
- Understand Suggested Time and Place
- Create a Meeting Workspace

Note This guide includes functionality available only to those with mailboxes on servers running Exchange 2007. To see if this guide applies to you, check with your Microsoft Exchange administrator.

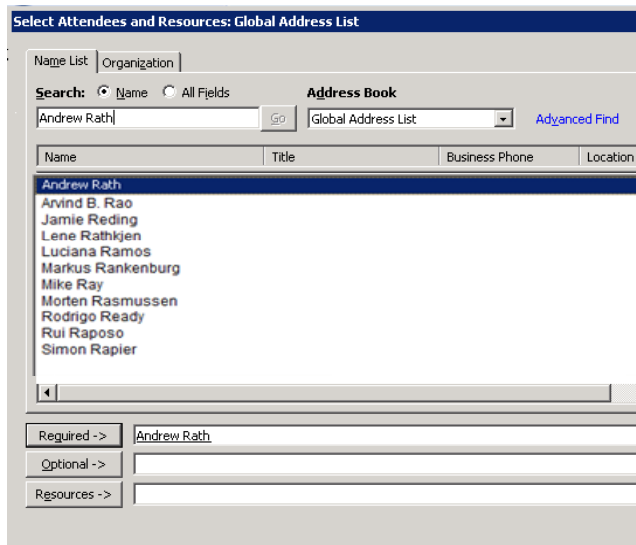
Create Your Meeting

The new smart scheduling functionality in Outlook helps you choose the best meeting date, time, and place. In the steps below, you will pick an initial meeting date, time, and a group of possible meeting rooms in the building that you prefer. As you work through the steps, Outlook will help you choose an alternate date and time that may work better for you than your original date and show you what rooms are available to choose from.

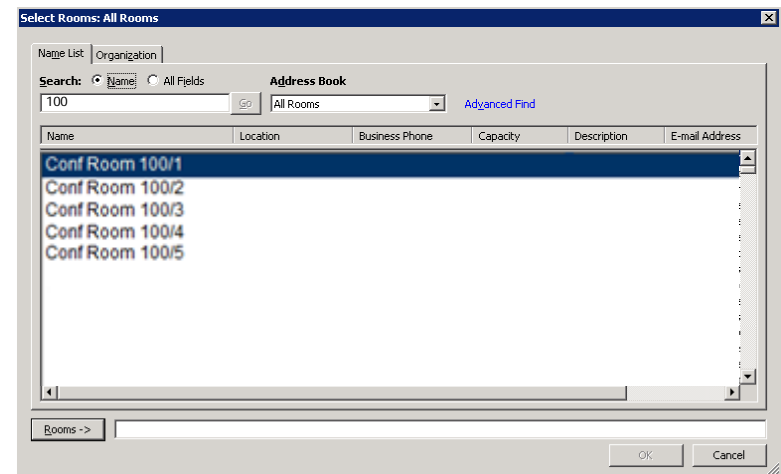
- 1 In the navigation pane, click **Calendar**.
- 2 On the **File** menu, point to **New**, and then click **Meeting Request**.
- 3 In the **Subject** box, type the subject of your meeting. In the **Meeting start time** boxes, select or type a start date and time. In the **Meeting end time** boxes, select or type an end date and time.



- 4 On the **Appointment** tab, click **Scheduling Assistant**.
- 5 Click **Add Attendees**.
- 6 Type the name of the attendee in the **Search** box and then click **Required** or **Optional**. Repeat this step for each attendee. When you are finished adding attendees, click **OK**.



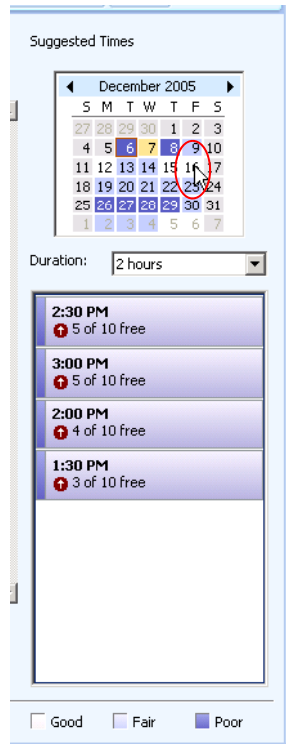
- 7 Click **Add Rooms**. In the **Select Rooms: All Rooms** dialog box, click **All fields**. In the **Search** box, type the building number you would like to hold the meeting in, and then click **Go**.



- 8 Select all the rooms in the search results. Click **Rooms**, and then click **OK**. You will select the best available meeting room when you get to step 11.

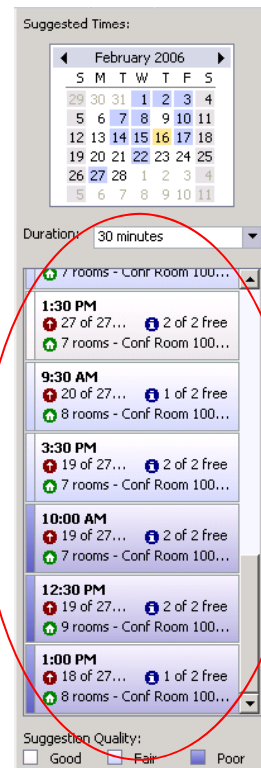
Note To select all the rooms, starting with the first room, click and hold the left mouse button while moving the mouse pointer down the room list.

- 9 On the **To-Do Bar** calendar, click a day that is highlighted white.



Note The original date and time that you choose for your meeting may not be optimal for all attendees. See the *Understand Suggested Time and Place* procedure on page 5 for more information on choosing the best meeting time and place for your meeting.

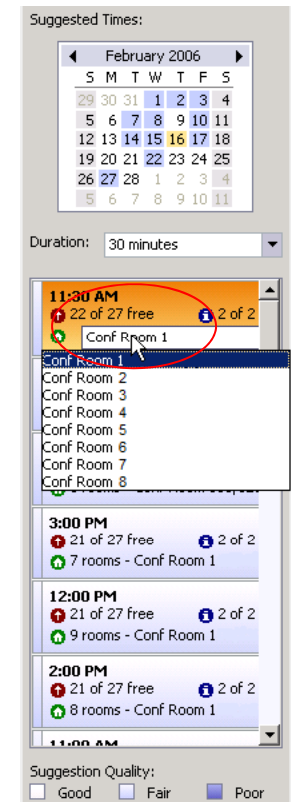
- 10 On the **To-Do Bar**, click a meeting time that you prefer.



- 11 On the meeting time that you clicked, click the available rooms. From the list of available meeting rooms, select a meeting room.

Note When you choose the meeting room, the location box is populated with the meeting room. Other meeting rooms will be displayed in the attendees list, but are not reserved or included in the meeting request e-mail message.

- 12 Click **Send**.



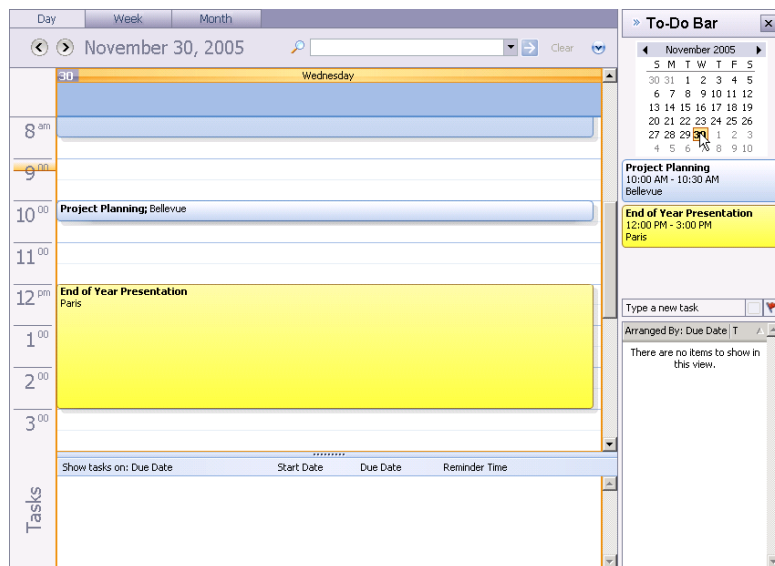
Notes

- Your meeting will now appear on your Outlook calendar. Track responses to your request by double-clicking on the meeting in your calendar and clicking the **Tracking** tab. This will show who has been invited, whether they are required or optional attendees, and if they have responded.
- Meeting time suggestions are not available for a recurring meeting. However, if you want to reschedule an occurrence of a recurring meeting series, the meeting time suggestions are available.

Update Your Meeting

Change the date, time, and attendees of a meeting in Outlook.

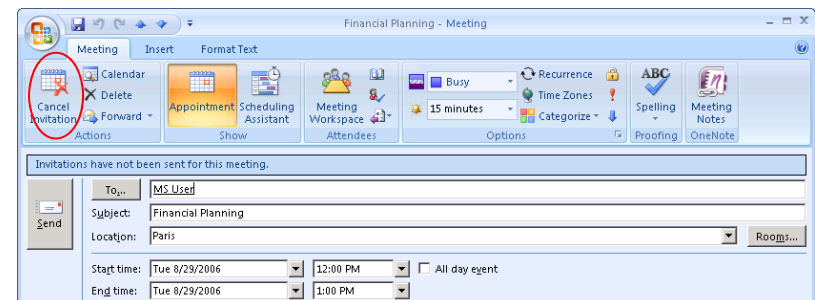
- 1 On the **To-Do Bar**, click the day that the meeting occurs. The details of that day are displayed in your calendar. Double-click on the meeting you prefer to update.



- 2 Make the desired changes to the date, time, and/or attendees of the meeting.
- 3 Click **Send Update**.

Cancel Your Meeting

- 1 On the **To-Do Bar**, click the day that the meeting occurs. The details of that day are displayed in your calendar. Double-click the meeting you prefer to cancel.
- 2 Click **Cancel Meeting**. If you want, type a message in the body of the e-mail message.

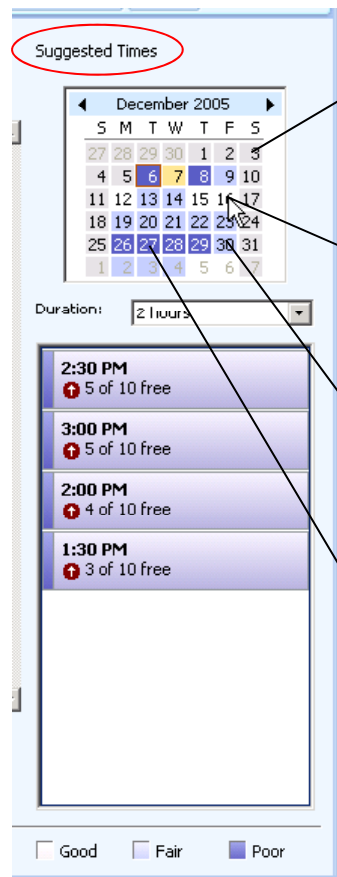


Note If this is a recurring meeting, select **Delete this occurrence** to delete just the chosen occurrence or **Delete the series** to delete all of the meetings scheduled.

- 3 Click **Send**.

Understand Suggested Time and Place

The original date and time that you selected in your meeting request may not work for all attendees. The **Suggested Times** section on the **To-Do Bar** helps you choose the best possible date and time for the attendees. The calendar is color-coded to help you with your selection. The best possible days to schedule your meeting are highlighted white.



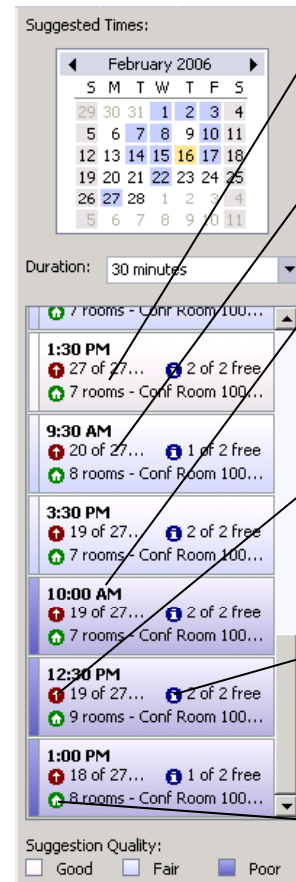
Non-Working Day (Gray)—Days that are outside of the normal work week such as Saturday and Sunday.

Good Day (White)—All attendees are available and meeting rooms are available.

Fair Day (Light Blue)—Some of the attendees are available, fewer meeting rooms are available.

Poor Day (Blue)—Least number of attendees are available, and least number of meeting rooms are available.

In the **Suggested Times** section, you will see a list of possible meetings times displayed for the day you selected. The list is color-coded to help you with your selection, the same as the days are color-coded on the calendar.



Good Time (White)—All attendees are available and meeting rooms are available.

Fair Time (Light Blue)—Some of the attendees are available, fewer meeting rooms are available.

Poor Time (Blue)—Least number of attendees are available, and least number of meeting rooms are available.

Required Attendees—Lists number of required attendees available at that time. Click the red symbol to view the names of the required attendees that are not available for this time.

Optional Attendees—Lists number of optional attendees available at that time. Click the blue symbol to view the names of the optional attendees that are not available for this time.

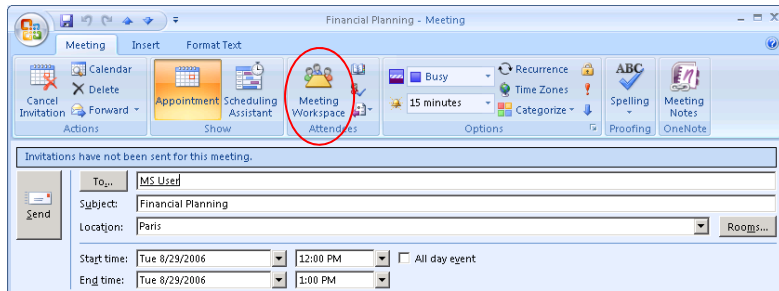
Available Rooms—Lists available rooms at that time.

Note When you put your mouse pointer over a suggested meeting time, the names of the attendees who are not available at that time are displayed.

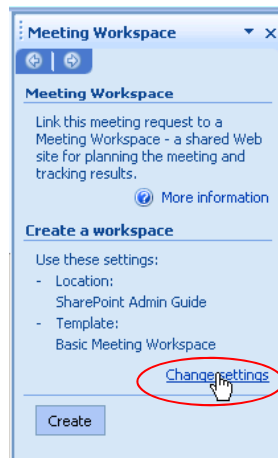
Create a Meeting Workspace

Windows SharePoint Services extends your ability to organize and run meetings online using the **Meeting Workspace** feature in Outlook. You and other attendees can create agenda items, store related documents, and list decisions made before, during, and after your meetings.

- 1 In the navigation pane, click **Calendar**.
- 2 In a new or existing meeting request, click **Meeting Workspace**.

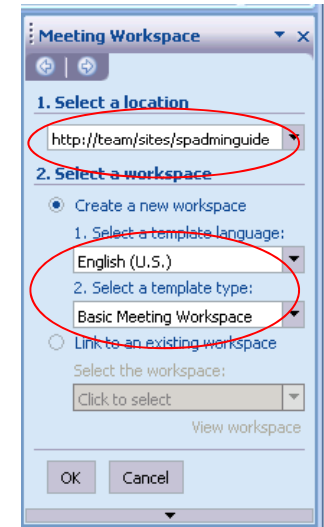


- 3 In the **Meeting Workspace** pane, click **Change settings**.



- 4 Under **Select a location**, choose a parent site for your meeting workspace.

- 5 Click **Create a new workspace**, select a language and template type, and then click **OK**.



- 6 Click **Create**. The Web address for the new meeting workspace is automatically included in the meeting request.